

ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD
MEETING

ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70808
September 18, 2015
10:00 A.M.

- I. Call to Order: Roy Baas, Chairman
- II. Roll call; set quorum: Jean Hartzog, Secretary/Treasurer
- III. Public Introductions and Representation
- IV. Approval of July 26, 2015 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) July 2015
 - b) August 2015
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicants to be Credentialed
 - b) Consent Agreement Approval: Edward Lytle
 - c) LPAA Update
 - d) AG Collection Update
- VIII. Old Business
 - a) Felony Waiver Request for CIT Application: Samuel Johnson
 - b) Background Check Company Evaluation Update
 - c) Capital One CD Update
 - d) IC&RC Update-ADC Proposal: Marolon Mangham
- IX. Executive Director's Report: Lauren Lear, Assistant Director

Adjourn Meeting: Next meeting date: Friday, November 20, 2015; 10:00 a.m. @ the ADRA Office, 4919 Jamestown Avenue, Suite 203, Baton Rouge, Louisiana.

Minutes

Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, September 18, 2015, at 10:00 a.m.

Held at:
ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70808

I. Call to Order

The September 18, 2015, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 10:07 a.m. The meeting was held pursuant to public notice, each member received notice, and notice was properly posted.

II. Roll Call (Attachment 1)

Members Present:

Roy Baas, LAC, CCGC, CCS, Chairman
Paul Schoen, LAC, CCGC, Vice-Chairman
Jean Hartzog, CPP, Secretary/Treasurer
JoAn Brown, LAC
Bernadine Williams, LAC, CCS
Shaneeeka Harrison, LAC, CCGC
Dr. Ken Roy

Members Absent:

Kevin James, RAC, CCS

ADRA Staff Present:

Lauren Lear, Assistant Director
Keisha Franklin, Administrative Assistant
Celia Cangelosi, Board Attorney

III. Public Introductions

Guests:

Edward Lytle
Catherine Lytle
Marolon Mangham
Danita Muse

IV. *Approval of July 26, 2015 Minutes (Attachment 2)*

A draft of the July 26, 2015 board meeting minutes was presented for approval. A motion was made to approve the minutes by Paul Schoen, LAC, CCGC and seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

V. *Treasurer's Report (Attachment 3)*

The January and February Treasurer's Reports were presented by Lauren Lear, Assistant Director and Jean Hartzog, CPP, Secretary/Treasurer; copy attached. A motion was made by JoAn Brown, LAC and seconded by Paul Schoen, LAC, CCGC to accept the report as given. The motion was approved after a unanimous vote in the affirmative.

VI. *Public Questions or Comments.*

a. Guests

No comment.

VII. *New Business*

a. Approval of Applicants to be Credentialed

A motion was made by Jean Hartzog, CPP and seconded by Paul Schoen, LAC, CCGC to approve the applicants listed as credentialed. The motion was approved after a unanimous vote in the affirmative.

b. Consent Agreement Approval: Edward Lytle

Celia Cangelosi, Board Attorney, presented the consent agreement details for Edward Lytle to the board. A motion was made by Jean Hartzog, CPP and seconded by Bernadine Williams, LAC, CCS to approve the consent agreement as outlined. The motion was approved after a unanimous vote in the affirmative.

c. LPAA Update

Louisiana Property Assistance determined that we fall under the property laws of the state. Therefore, our property, which is minimal, has to be registered with them and inventoried every year. We are in the process of setting that up. After which time we will clear out the supply room of excess printers and computer towers. The only costs we are expected to incur will be the sanitation of the old computers, but we will look into whether or not DHH will handle this for is.

d. AG Collection Update

The Signorelli case has been written off due to his death.

VIII. Old Business

a) Felony Waiver Request for CIT Application: Samuel Johnson

Since the last board meeting, Mr. Johnson was granted discharge of his probation. He submitted the support documentation as verification and requested presentation to the board. The felony waiver is granted and the ADRA staff may proceed in processing Mr. Johnson's CIT application.

b) Background Check Company Evaluation Update

Based on research and communication with Southern Research, we will continue with their services for the time being. Once we are able to see how much we actually collect and spend in background check fees, we can re-evaluate after the first quarter of next year. Since adding the background check income line item, it looks as if we are averaging below what we are collecting. We have also adjusted the information that we request which has reduced the cost a bit.

c) Capital One CD Update

The CD has been closed and moved into a savings. We did not incur any penalties for closing the CD. The account will yield 1% interest for 1 year.

d) IC&RC Update-ADC Proposal: Marolon Mangham

IC&RC will be meeting in October to vote on the new proposed ADC requirements. No changes to report at this time.

IX. Executive Director's Report: LaMiesa Bonton

- We have a plan in place for LaMiesa's maternity leave to maintain weekly work flow
- Comprehensive Annual Financial Report has been submitted
- Legal and CPA contracts were approved. The court reporter contract doesn't expire until 6/16
- Just learned that the office building has been sold and we will be under new management effective 10/1. We will find out shortly if the lease needs to be amended
- Required ethic training is due December 31st for board members, staff, and contractors. The board requests that we email them a reminder with the website link included.

Next meeting date: Friday, November 20, 2015; 10:00 a.m. @ the ADRA Office, 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA.

Minutes of ADRA Board Meeting of 9/18/15

A motion was made by Bernadine Williams, LAC, CCS and seconded by JoAn Brown, LAC to adjourn the meeting. The motion was approved after a unanimous vote in the affirmative.

Respectfully Submitted,

Jean Hartzog, CPP, Secretary/Treasurer